

Regular Meeting

Agenda Item #	4
Meeting Date	September 24, 2007
Prepared By	Suzanne Ludlow, Community and Government Liaison
Approved By	Barbara B. Matthews, City Manager

Discussion Item	First Reading Ordinance Awarding Contract for Fabrication and Installation of Interior Building Signage
Background	Two responsive bids were received for interior building signage for the Takoma Park Community Center/Sam Abbott Citizens' Center. Staff recommends awarding the contract to the lower bidder, NW Sign Industries Incorporated of Moorestown, NY. The bid amount of \$48,000 is greater than the \$35,000 allocated for the project in the FY08 capital budget, requiring a two reading ordinance. Funds for the additional amount are available from Unappropriated Reserve. A budget amendment is forthcoming.
Policy	The City maintains its facilities to serve the public and in accordance with applicable regulations. The Council approves contracts for purchases that exceed \$10,000.
Fiscal Impact	\$48,000
Attachments	Draft ordinance.
Recommendation	Approve ordinance at first reading.
Special Consideration	

Introduced by:

First Reading: September 24, 2007
Second Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2007-
AWARD OF CONTRACT FOR FABRICATION AND INSTALLATION OF SIGNAGE**

WHEREAS, interior and exterior building signage is needed for the Takoma Park Community Center/Sam Abbott Citizens' Center; AND

WHEREAS, a request for proposals for fabrication and installation of signage was issued July 17, 2007, with bid opening on August 31, 2007; AND

WHEREAS, two responsive bidders submitted sealed bids; AND

WHEREAS, the low bidder is NW Sign Industries Incorporated of Moorestown, NY; AND

WHEREAS, staff recommends awarding the contract to NW Sign Industries; AND

WHEREAS, the low bid of \$48,000 is \$13,000 more than the \$35,000 allocated in the FY08 capital budget for this project; AND

WHEREAS, rebidding the project is not likely to lower the cost, but would delay the project; AND

WHEREAS, a budget amendment will be presented to the Council by the City Manager in the near future.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. The City Manager is authorized to enter into a contract with NW Sign Industries for fabrication and installation of building signage at the Takoma Park Community Center/Sam Abbott Citizens' Center in an amount not to exceed \$48,000.

SECTION 2. This Ordinance shall become effective upon adoption.

ADOPTED this ____ day of October, 2007 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: